

## **ADDITION PLAN ATTACHMENT SHEET**

### **INSPECTIONS**

1. It is the responsibility of the contractor or owner to call for inspection, and to call for follow up inspections if any correction is required on work done.
2. A **\$47.00 re-inspection** fee will be charged for: **1.)** Work not ready at time of inspection, **2.)** No plans on job site, **3.)** Inspection card not posted, and **4.)** Corrections are not completed at time of re-inspection.
3. It is the responsibility of the contractor or owner to have animals, e.g., dogs, contained when inspections are made. Premises are to be unlocked at time of inspection; if either of these is not done, a **\$47.00 re-inspection fee** will be charged.
4. If a **\$47.00 re-inspection fee** is charged, it is the responsibility of the contractor or the owner to come into the office, at 2500 N. Fort Valley Rd., Bldg. 1 Flagstaff Arizona, 86001-1287, and pay the fee. At which time you can schedule a time for a follow up inspection. **No further inspections will be done until the fee has been paid.**

### **BUILDING INSPECTIONS:**

- 1.) **Building inspections shall be scheduled before 3:00 p.m. the day before we are to be in the area. On Sunday you may request an inspection up to 12:01 a.m. See Coconino County inspection schedule to determine the day which an inspector will be in your area. Inspections may be scheduled during regular business hours (8:00 a.m. to 5:00 p.m. Monday through Friday.)**
- 2.) **Inspection requests may also be taken on the inspector's voice mail on weekends, holidays. Or on the Web Portal ([www.coconino.az.gov](http://www.coconino.az.gov))**
- 3.) **To speak with an inspector, call between 7:30 a.m. to 8:00 a.m. all year round, Monday through Friday.**
- 4.) **To call for an inspection you will need to call in before 3:00 pm the day before the inspection.**  
**Option #1:** Leave the following information, Parcel #, Permit #, type of inspection, day requested and Street address on the inspector's voice mail.  
**Option # 2:** You can request an inspection on the **WEB PORTAL @ [www.coconino.az.gov](http://www.coconino.az.gov)**  
The same information in option 1 will be required. Check the web portal to see when the inspection was scheduled by the inspector.

**The work shall be ready before calling for an inspection. If you call for an inspection and it is not ready the day it was requested for, please call before 7:00 am the day of the inspection to cancel. Approximate times may be given and appointments made as work load allows.**

- 5.) **Schedules for inspections in various areas are available at the Building Department. Inspections will not be made in areas of non-scheduled days. Special Inspections on non-scheduled days may be arranged 2 days in advance with fees paid prior to inspection.**

**LISTED ARE THE REQUIRED INSPECTIONS.**

- 1.) FOOTINGS: setbacks, building site fills, retaining walls and or other building locations, trench, rebar Placement, electric ground (UFER) size and location. **INSPECTION MUST BE APPROVED BEFORE ORDERING CONCRETE.**
- 2.) STEM WALL, PIERS AND MASONRY WALLS: vents, crawl space access, rebar placement, back fill, anchor bolts, masonry openings, plumb and level, etc. **INSPECTION MUST BE APPROVED BEFORE ORDERING GROUT.**
- 3.) UNDER SLAB: a.) plumbing, b.) compactions, c.) bearing and non-bearing interior turn downs d.) in floor heating systems.
- 4.) FLOOR FRAMING: sill plates, joist sizes and placement, girder sizes, load bearing beams, anchorage, under floor clearance, trenches, backfilled, crawl space clean of debris, log home-log spike requirements, etc. **THIS INSPECTION MUST BE DONE BEFORE FLOOR SHEATING IS INSTALLED.**
- 5.) FRAMING & ROOF SHEATING: walls, wall sheathing, rough openings for egress windows, stairs, 2<sup>nd</sup>. Floor framing, beams, rafters and trusses, anchorage, bracing, siding, ice dam protection, roof sheathing, etc. **THESE INSPECTIONS MUST BE DONE BEFORE ROOF COVERING.**
- 6.) PRE-DRYWALL: framing complete, egress windows installed, safety glass locations, rough electric, plumbing, mechanical complete, weather proofing, roof covering, flashing, siding and smoke detectors, and all plumbing tests, etc. **THESE INSPECTIONS MUST BE DONE BEFORE DRYWALL.**
- 7.) DRYWALL NAILING: fire walls and penetrations, green board locations, gypsum sheathing, and nailing.
- 8.) MISCELLANEOUS INSPECTIONS: electric service, sewer line, water line, lath inspection for stucco, stone or brick veneer, etc.
- 9.) FINAL INSPECTION: building, electric, plumbing, mechanical, health department septic approval To operate, yard grading and drainage, slash removed from site, etc. **THESE INSPECTIONS MUST BE COMPLETE BEFORE OCCUPANCY.**

**NOTE:** Check Coconino County schedule of inspections for a complete list.

**THE APPROVED PLANS ARE THE BASIS FOR INSPECTION AND THE SHALL REMAIN ON THE JOB SITE AT ALL TIMES**

**IF YOU HAVE ANY QUESTIONS PLEASE CALL OUR OFFICE AT (928)-226-2700**  
**WEBSITE: WWW.COCONINO.AZ.GOV**